

FOOD SERVICE DIRECTOR I

Department of Corrections and Rehabilitation – Bismarck, ND

Salary Range: \$2588-3500/mth

Closing Date: 02/27/2009

Location: Bismarck, ND

Status: Full-time

Position No.: 530-519-6013

Recruitment: Internal

Division: MRCC

Section: Food Services

Minimum Qualifications:

Requires a bachelor's degree with coursework in dietetics or food service and 1 year of work experience similar in type and complexity to professional experience in a large scale food service program. Work experience similar in type and complexity will substitute for the degree requirements on a year for year basis to equal 5 years.

Application Procedures:

Submit the following documents to: Keith Grabowska MRCC Director,
PO Box 5521, Bismarck, ND 58506-5521

- Internal Application Form—SFN10950
- Letter of Interest
- Transcript if applicable

Application forms (SFN10950) may be obtained at the ND State Penitentiary. Application materials must be received or postmarked by 4:00 p.m. on 2/27/09. Application materials must clearly explain how experience and education are related to the minimum qualifications and job duties.

Contact LARRY TICE, ADMIN CAPTAIN at 701-328-6100 or TTY 800-258-2911 for more information or assistance in the application or interview process.

Summary of Work:

Assist in overseeing meal preparation and nutritional meal planning. Provide daily supervision of food control, safety and sanitation standards at the Missouri River Correctional Center; supervise inmate workers; train inmate workers in food service areas; interview and assess inmate workers; provide security in tool control; writing and updating policy and procedures regarding ACA standards; document inmate work schedule; payroll; inventory; storeroom and purchases; perform other security functions such as searches, counts, etc.